

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION

10 Hotel Street
Warrenton, Virginia 20186
Phone: (540) 347-8730 Fax: (540) 347-5753

NOTICE OF CONTRACT AWARD

1. DATE: June 29, 2001
2. COMMODITY NAME: **Furniture, Standalone**
3. CONTRACT NUMBER: RQ0141131316Q (Fairfax County Contract)
3. SUPERCEDES: RQ9814997816O & RQ9711116716
4. CONTRACT PERIOD: **1/17/2001 – 1/16/2004**
5. RENEWAL OPTIONS: Three (1) One Year Renewals
6. CONTRACTOR:
(V/N 631236) Systems Furniture Gallery
4425-1100 Brookfield Corporate Dr.
Chantilly, VA 20151-4019
PH (703) 631-3375
FX (703) 802-7373
7. TERMS: Net 30 days
8. DELIVERY: On orders that total <\$5000.00, add a Delivery and Installation fee of 5% of the total order.
Minimum of \$20.00
On orders that total >\$5000.00 – call for special quote
On Delivery and Installation.
9. Extra Charges: Items marked in list price book with letters “ETA”, “KD”
“RTA” may be subject to a \$10.00 fee per item for assembly.
Additional fee for carrying items up stairs if an elevator is not available.

Normal delivery hours are 7:30AM – 4:30PM Mon –Fri.
Deliveries requested outside of those times may incur an Overtime charge. Evening and weekend hours will incur an overtime charge.

If a delivery day and time frame has been set and for some reason the end user does not allow the delivery as scheduled and a re-delivery is required, then an additional charge may be incurred.

If delivery personnel are required to move existing furniture so they can install new furniture, then an additional charge may be incurred.
10. Restocking charge: 50% for each item ordered in error.

11. FOR FURTHER INFORMATION CONTACT: Barbara Whitehurst
PH (540) 347-8730
12. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING
DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow
the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein.
Please see the next page for further instructions regarding this contract.

By: _____
Barbara Whitehurst
Buyer, FCG&PS Procurement

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order goods & services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 347-8655 or 8669.
2. The contract number, vendor number, total dollar amount, contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
2. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
3. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
4. Renewals: As stated on the face of this notice, one (1) one-year period remain on this contract. The decision as to whether to exercise the renewal option will be made by Fairfax.
5. Catalogs: For a copy of the catalog, call Barbara Whitehurst, Buyer.
6. **Pricing and Standard Delivery Time**
Manufacturer: OFS (\$0 - \$249,000) subject to a 55% discount from current price list
Standard delivery 42-56 days ARO
Manufacturer : Allsteel (\$0 - \$249,000) subject to a 55% discount from current price list
Standard delivery 35-49 days ARO
Manufacturer: HON (\$0 - \$249,000) subject to a 57% discount from current price list
Standard delivery 35-49 days ARO

For other manufacturer discounts available under this contract, contact buyer listed on the front of this contract or contact vendor.